WELCOME

North Scott Junior High has much to offer you. The information in this booklet will help you adjust to your school and become an integral part of it. Remember, success in your school will be a result of your effort and your participation in the school's activities and programs. Your school will be whatever you make it. Let us always have the spirit to do the things that make it outstanding.

THE MISSION OF OUR SCHOOL

The mission of North Scott Junior High School, a safe, positive, and interactive environment, is to provide students with academic, technological, and extra curricular experiences that enhance social and mental growth.

7TH GRADE

Art
General Music
Geography
Language Arts/Reading
Math
Science
Physical Education
Speaking Workshop
Study Skills
K-Mac
Keyboarding

NS JUNIOR HIGH PHILOSOPHY

The purpose of NSJH is to provide a safe, positive, learning environment. Students are actively involved in the learning process and assume responsibility for learning. They are accepted as unique, worthwhile, valuable individuals who have tolerance and respect for others.

Our students will explore a wide variety of curricular and social activities which encourage positive feelings about themselves and their abilities. Students will become more competent in the basic skills in order to help them become responsible adults prepared for the future.

At NSJH, parents, staff, and community are utilized as an important resource to help all students experience success and reach their full potential.

8TH GRADE

American History
Family & Consumer Science
Industrial Arts
Language Arts
Math
Science
Physical Education
Spanish/French
Careers
Health
Keyboarding
Reading Workshop

The Staff At North Scott Junior High Welcomes You To The 2002-2003 School Year

Mr. Griffin	Principal	
Ms. Ventling	Guidance Counselor	
Mr. Wood	Guidance Counselor	
Ms. Arner	Special Education	
Mr. Bawden	Instrumental Music	
Mrs. Blong	Reading	
Mr. Blunt	Science	
Mr. Braack	Math	
Ms. Buehner	Physical Education	
Mrs. Corrick	Math	
Mr. Danek	Math	
Ms. DeSanto	Special Education	
Mrs. Euchner	Geography	
Mrs. Fentress	Language Arts	
Mrs. Green	Science	
Mr. Green	Industrial Arts	
Mrs. Harper	Home Economics	
Mr. Hoover	BD	
Mrs. King	Science	
Mr. Koranda	Math	
Ms. Lewis	Language Arts	
Mrs. Loftsgard	Media Specialist	
Mr. Lubben	Geography	
Mrs. Maloney	Special Education	
Ms. Manwaring	Language Arts	
Mr. McGonegle	History/Dean of Students	
Mrs. McKenna	Instrumental Music	
Mrs. McPherson	Mental Disabilities	
Mrs. Moore	Special Education	
Mrs. Ortiz	Language Arts	
Mrs. Riedel	Special Education	
Mrs. Schelin-White	At Risk	
Mrs. Schnekloth	T.A.G.	
Mrs. Schrad	Language Arts	
Mrs. Sharp	Art	
Mr. Skyles	Vocal Music	
Mrs. Sprague	Social Studies	
Mrs. Ulrich	Science	
Mr. Walters	Physical Education	
Mr. VanDeWalle	Court Liaison	
Mrs. VanDeWalle	Curriculum Coordinator	285-3428
Mr. Tuftee	Computer Specialist	285-6617
Mrs. Merrick	Computer Technician	285-6617
Mrs. Finnegan	Principal's Secretary	
Mrs. Keppy	Guidance Secretary	
Mrs. McFate	School Nurse	
Mrs. Reese	Media Aide	
Ms. Muetzel	Teacher's Aide	

Mrs. Proctor	Study Hall/Spec Ed Aide
Mrs. Bright	B.D. Aide
Mrs. Dahlstrom	Study Hall/Spec Ed Aide
Mrs. Meyer	M.D. Aide
Ms. Gress	M.D. Aide
Mrs. Helfter	Study Hall/Spec Ed Aide
Mrs. Roethler	B.D. Aide
Mrs. Fisher	Head Custodian
Mr. Gillmor	Custodian
Mrs. Barker	Custodian
Ms. Johnson	Custodian
Ms. Podlashes	Custodian

Mrs. Fitzgerald	Kitchen Manager
Mrs. Hoag	Aide/Food Service
Mrs. Paulsen	Food Service
Mrs. Kreiter	Food Service
Mrs. Wamsley	Food Service
Mrs. Swanson	Food Service
Mrs. Smith	Food Service
Mrs. Arp	Food Service
Mrs. Everding	Food Service
Mrs. Sinnott	Food Service
Mrs. Thomsen	Food Service
Mrs. O'Neill	Food Service

MY SCHEDULE

Period	Time	Room #	CLASS	Teacher

We invite you to take part in these programs and activities at North Scott Junior High School.

ACTIVITIES

Band 7, Band 8, Jazz Band
Cheerleading 7 and 8
Choir
Conflict Managers
Dances & Social Events
Drama-All School Play
Future Problem Solving
Good Life
History Day
DFYIT
Horizons, Gateway
Math Counts
Intramurals
Invention Convention
Mock Trial
Peer Tutors
R-News
Service Projects
Spelling Bee
Student Council
Team Sponsored Events
HOOP
Builder's Club

ATHLETIC PROGRAMS

Basketball- Boys-Girls
Football, Volleyball
Track- Boys-Girls
Wrestling

ATTENDANCE

You will do much better in all your classes if you are here every day. The building is open for you to begin learning at 7:40 a.m. If you're sick, remind your parent /guardian to call the school (285-3197) before 9:00 a.m. If you have an appointment during the day, you need to bring a note from home explaining the absence. You will be given a permission slip from the guidance office which allows you to leave the building. If you return to the building after the appointment, go to the guidance office for a pass to return to class. You must sign out in the main office before you leave the building. If you are absent without a parent calling, you will be counted truant and have to make up the day after school is out.

HOMEROOM

Homeroom is a place for you to touch base, gather your thoughts for the day, and get involved in school activities. (Intramurals, SSR, Channel 1, R News, etc.) Your homeroom teacher is a person you can count on to support you both academically and emotionally. Attendance is taken and announcements are read in homeroom each day.

ASSIGNMENT NOTEBOOK

Your assignment notebook is very important. You will use it on a daily basis to record assignments, dates for activities, to get hall passes to go anywhere in the building, and to find out things that you need to know about NSJH. It is a great way to keep yourself organized and also to keep your parents informed about work that has to be completed.

SCHOOL DAY

You may not be present on the school grounds before 7:40 a.m. or after 3:00 p.m. unless you are under the supervision of an employee or an extracurricular activity sponsor. If school is dismissed early or you are leaving an after - school activity, you are expected to leave the grounds within ten minutes. Tell your parents to pick you up or drop you off only at the **south end** of the building. Please ask your parents to be prompt in picking you up.

DAILY ACADEMIC SCHEDULE

Teachers arrive		7:30
School open to students		7:40
Homeroom		7:55-8:25
Period 1		8:29-9:10
Period 2		9:14-9:55
Period 3		9:59-10:40
Period 4		10:44-11:25
Period 5	Lunch A	11:25-11:55
11:25-11:55	11:29-12:10	11:29-12:10
Period 6	Lunch B	12:10-12:40
12:40-1:21	12:40-1:21 - (C)	12:55- 1: 25
Period 7		1:27-2:08
Period 8		2:12-2:55
Buses depart		3:02
Teachers leave		3:30
Activity buses depart		5:05

There is enough time to get from one class to another during passing time (4 minutes) if you move quickly without visiting at lockers or in the hallways. Taking books for several classes will cut your locker trip time and allow you longer breaks. Use your break time to buy your lunch ticket, return books to the library and use the rest room. Large bags and coats should not be brought to class.

LOCKERS

The school district has given you a locker for storing your personal items. Several responsibilities come with using your assigned locker. The

items you store must be ONLY in that locker (and no other locker) and must be those things which do not violate any school rules, district policy, or laws. Therefore, no inappropriate, educationally disruptive, or illegal materials should be displayed or kept in your locker. If you are suspected of violating the law or school rules, your locker, your possessions, and YOU may be legally searched. Your locker must be kept clean and damage free. If your locker is damaged, expect to pay a fine for repairing or replacing it. Do not share your locker or the combination to its lock with anyone. Keep your belongings safe and secure by always locking your locker. *Lockers, desks, and other facilities or spaces owned by the school and provided as a courtesy to you may be inspected by designated school officials at any time without prior notice to you and without any suspicion of wrong doing.*

Locker Combination

Turn **right** two or more whole turns and stop at the **first** number.
Then turn **left** one whole turn past first number and stop at **second** number.
Turn **right** and stop at **third** number.
Lift locker handle.

CARE OF SCHOOL PROPERTY

You are expected to take care of school property. Vandalism is not tolerated. If you are found to have destroyed or otherwise harmed school property, you may be required to reimburse the school district. In certain circumstances, you may be reported to law enforcement officials.

TEXTBOOKS

All textbooks are furnished by the school from your book fees. You are expected to take care of your textbooks and classroom materials. All text books should be covered. You must pay for books that are lost or damaged beyond ordinary wear. This includes such things as graffiti or writing in or on the books.

STUDENT DRESS

You are expected to wear clothing that is appropriate to your age level that does not disrupt the school or educational environment. No hats are allowed during the school day. No one should wear clothing which advertises or promotes items which are illegal for use by minors including, but not limited to, alcohol or tobacco; from wearing cleats except for outdoor athletic practices; and from wearing clothing displaying obscenity, profanity, vulgarity, racial or sexual remarks making reference to prohibited conduct or similar displays. Under certain circumstances or during certain classes or activities a stricter dress code may be appropriate, and you must comply with the stricter requirement.

EMERGENCY DRILLS

The fire alarm, the intercom, and the bell system are used for emergency drills and/or when actual conditions arise. Each area of the building has signs with proper evacuation procedures for fire and the safe shelter areas to be used for tornado emergencies.

SCHOOL NURSE

Our school nurse is in the building from 7:30 a.m. - 3:30 p.m. The nurse's duties include administering medication, giving first aid, providing medical care to students who are ill or injured at school, conducting health screenings, and keeping medical records (immunizations, emergency

information, and school physicals). The nurse's office is parallel to the main office just inside the north set of double doors. Enter the door to the right of the seventh grade hall intersection.

HOMEWORK

Teachers assign homework as necessary. It is an opportunity for you to practice skills and activities, to share and discuss ideas, to review materials, to become acquainted with resources, to organize thoughts, to prepare for classroom activities, or to make up incomplete work. Failure to complete homework may result in a failing grade in the class.

MAKE UP WORK

You will be given two days to complete missed work for each day of an excused absence. Be sure you check with each of your teachers to get all make up assignments. If you receive an incomplete "I" at the end of a quarter, you will have one week to complete the work needed to earn a grade. When you miss class for a school activity, make sure you have arranged with your teachers to have all work completed.

GRADE REPORTING

North Scott Junior High uses a letter grade system (A, B, C, D, F). If you do not complete required class work because of an extended illness within a grading period, the grade issued to you will be marked "I" for Incomplete. Instrumental music is the only non-graded program. You will also receive one of three effort grades on your report card: commendable, satisfactory or needs improvement.

STUDENT RECOGNITION

Honors programs happen at the end of each quarter. You may be applauded for perfect attendance, participation in school events and activities and academic excellence. There is an "A" and a "B" honor roll.

PROGRESS REPORTS

Progress reports for each class are sent to parents at the middle of each quarter. They may be sent more often if teachers feel an additional need to communicate your progress.

STUDENT-PARENT-TEACHER CONFERENCES

Student led conferences are held twice a year. You will be in charge of the conference in which you share your work and identify your strengths and weaknesses in each class. Report cards will be distributed at the conference. We encourage your parents to contact the school at any time regarding your academic progress.

STUDENT MEALS / CAFETERIA

A hot, nutritious lunch is available each day for the reasonable cost of $1.65 per day and you may deposit any dollar amount you want to in their account. Reduced tickets are $4.00 for a ten day and $.40 for a reduced lunch. You must buy your lunch ticket at the time you eat your lunch. If you bring a cold lunch, you can buy milk in the cafeteria for $3.00 for ten days or .30 cents for a single milk. During your lunch period, you will not be allowed to leave the cafeteria.
A breakfast of rolls, juice, cereal, and milk is served every morning from 7:30 until 7:55. Please help keep your lunchroom clean by picking up after yourself, using good manners, and reminding others to do so as well.

MEDIA CENTER / STUDENT ID'S

The Media Center is available for you between 7:40 a.m. and 3:30 p.m. You will receive an I.D. card with your

name, date, homeroom number, and a bar code. This card must be presented when checking out materials or entering the area from a study hall. Replacement cost is $3.00. Nothing is to be taken from the media center without checking it out. You may visit the media center after signing out from study hall or with the permission of your classroom teacher. Please be quiet and maintain a study atmosphere in the media center. You will be required to pay for any book you lose or damage.

STUDENT ACTIVITY TICKETS

You may purchase a student activity ticket for admission to Junior High and Senior High activities for $25.00 when you register. Student I.D.'s will be stamped with a NS showing you have purchased an activity pass. You must present this student I.D. to be admitted to activities. Students who cannot afford a student activity ticket should contact the principal.

GUIDANCE OFFICE

The Guidance Department is staffed by two full-time counselors and a secretary who are there to help you. If you are late coming to school, you need to stop at the guidance office to get a pass to your homeroom. When you need to leave the building before the end of the school day, check in at the guidance office to get a blue slip to excuse you from class. The counselors are there to provide individual counseling sessions with students and/ or parents, resolve individual student scheduling problems, provide information on grades and past records, present group or class presentations on guidance topics, and much more.

STANDARDIZED TESTS

Students are given standardized tests annually to determine academic progress for individual students, for groups of students, and for the school district. The Iowa Test of Basic Skills is administered in the 2nd quarter and test results are shared later with parents, students, and teachers. Other testing may be done by the Guidance or Special Education programs. The parent will be notified prior to administration of such tests.

PHYSICAL EDUCATION

You are required to become involved in a physical education class. Only students with a documented written medical reason from a doctor or the school nurse will be excused. All students must wear a plain colored T-shirt, gym shorts (red, white, or gray), white socks, and gym shoes. Clothing worn in physical education class is not to be worn in other classes in the building.

ATHLETIC PROGRAMS

You are encouraged to participate in the athletic program. You must have a completed physical examination form on file with the school before participation is allowed. Reduced rate physicals are offered by local physicians in the summer prior to school starting. You must have a proof of insurance form and a signed Athletic Handbook at the start of the season. Both of these may be given to the coach, the athletic director, the nurse or the main office.

ACTIVITY BUS

You may ride the activity bus only if you have been involved in a school sponsored activity, or under the direct supervision of a staff member. If you are participating in a sport, a roster will be given to your bus driver so no pass is needed. If you are attending a sporting event, you are required to stay in a supervised area from 3:00-4:00 and will receive an Activity Bus

pass. If you stay with a staff member, they will issue you an activity bus pass. The activity bus leaves at 5:10 p.m. There are some occasions when you will need to stay later than 5:10 (athletes on game nights, groups and club meetings). It is your responsibility to make other arrangements for a ride.

PICTURES

A professional photographer will take your picture for your student I D and the school memory book. You may purchase picture packages.

DRIVING OR BIKING TO SCHOOL

You may ride a bicycle or drive a motorized vehicle to school if you are legally able to do so. These vehicles must be parked in the bike rack at the back of the building. Vehicles should be locked while parked there. Please use your bike appropriately on the roads.

TELEPHONE USE /MESSAGES

The telephone in the main office is for emergency calls only. Phone calls / messages should be limited to unexpected or emergency situations. Cell phones and pagers are NOT allowed in the classroom.

VISITORS

Before you invite a guest to spend the day with you at school, get permission from the principal. Permission is usually not given during the first and last weeks of school or near holiday breaks. When you see a visitor, adult or student, please be courteous. Visitors without name tags should be directed to the office.

LOST AND FOUND

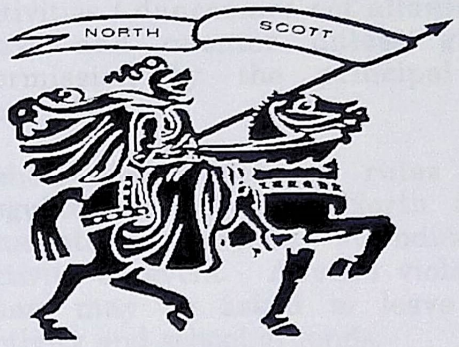
Lost articles may be claimed in the office. Unclaimed articles are sent to the Salvation Army. You are responsible for your own money, lunch tickets and other valuables.

POSTERS AND NOTICES

Only authorized notices and posters are to be displayed on the bulletin boards and/ or walls in our building. Please contact the main office if you desire to post a notice. Authorized notices and posters will be signed by the principal or office staff.

RECREATIONAL EQUIPMENT

Bikes, skateboards, scooters, and in-line skates may not be ridden on school property. Skates, skateboards, scooters, and in-line skates must be left in the office during the day.



LANCERS

SCHOOL RULES

Use proper language. Students swearing at a teacher will be subject to immediate suspension.

Clothing advertising tobacco or alcohol in any way is not allowed.

Clothing must cover the body- no large slashes or cutoffs- no hats. Pants must be worn around the waist.

Students involved in fighting, intimidation or assaults will be subject to immediate suspension.

No smoking, drugs, or alcohol.

All students must follow classroom rules and be accountable to classroom discipline plans.

Students involved in extremely disruptive, uncooperative, or offensive behavior will be subject to immediate suspension.

Students must be respectful to staff and others.

Students must have their assignment notebook to be in the halls during class time.

No running, pushing, or shoving in the halls.

Late To School- Tardies Starting with the third time each semester, students will be expected to make up time if they are late for school. Classroom tardies are handled by classroom teachers.

Students vandalizing school or personal property will be required to pay replacement costs.

Cheating, plagiarism, stealing or forging are not allowed.

Students possessing weapons or dangerous objects may be subject to expulsion.

Students may not eat or drink in the hallways, classroom, gym, or locker rooms without permission.

Candy and pop are allowed when part of a classroom reward.

Gum is allowed in some areas of the building, but it must be kept in the student's mouth and disposed of properly.

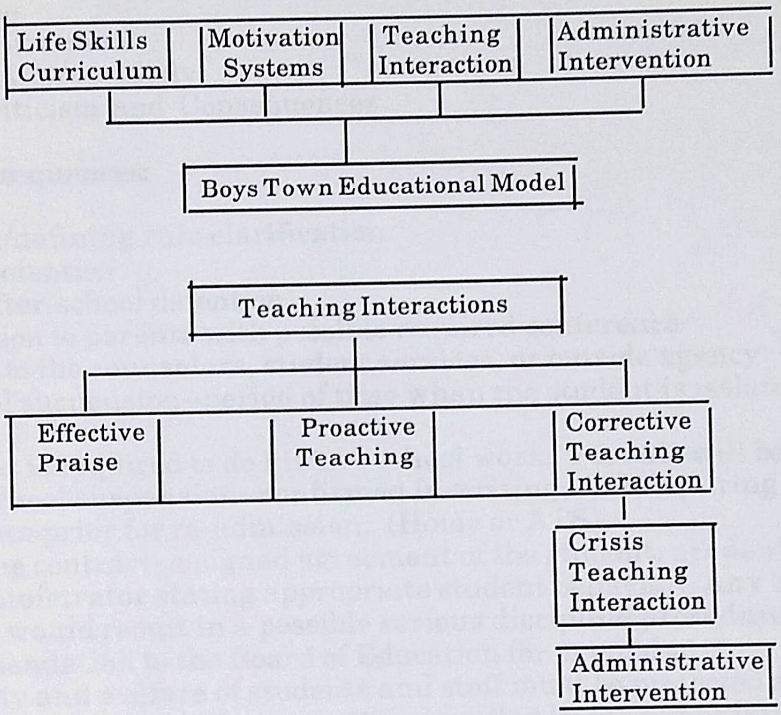
Only North Scott Junior High students may attend school sponsored dances and most activities. Students who attend school sponsored activities / dances are not allowed to leave and re-enter unless given permission by the principal or supervisor.

School district policies, rules and regulations apply to North Scott students and everyone attending an activity or event. Anyone violating them may be asked to leave the activity and school grounds.

DISCIPLINE POLICY

All students at North Scott Junior High School are expected to conduct themselves in a responsible manner. Discipline is important to our daily environment to insure the safety, teaching, learning, and daily operation of our school. It is the goal of the faculty and staff to have students control their own behavior in order to become self-disciplined individuals.

North Scott Junior High School uses the foundations of the Boys Town Education Model, a set of teaching techniques we use to teach children new skills, self-empowerment, and how to build relationships to help ensure a safer, and more effective school.



Corrective Teaching: A teaching process that our staff uses to identify inappropriate behavior in students and guide them toward appropriate behavior.

Corrective Teaching:
Initial Praise/Empathy
Describe Inappropriate Behavior
Describe Appropriate Behavior
Rationale
Request Acknowledgment
Practice
Feedback
Consequences
General Praise

Crisis Teaching: A teaching process that helps students regain self-control and make good decisions in times of conflict, and teaching skills that help students manage their response the next time.

Crisis Teaching
Address the problem behavior
Monitor your self-control
Ensure student self-control
Engage student in follow-up teaching or problem-solving

Life Skills: These are the skills our staff has decided to incorporate into every day instruction. These are skills that not only will aid a student in their educational life but also in their personal and professional life after school.

Being on Time
Following Instruction
Disagreeing Appropriately
Accepting Criticism and Consequences

Possible Consequences:

A. Warning/defining rule clarification
B. Lunch Detention
C. 2 hour after-school detention
D. Notification to parents with possible required conference
E. Referral to the counselors, student services, or outside agency
F. In-school suspension--period of time when the student is isolated from his/her
peers, but is required to do his/her school work. Parents will be notified.
G. Out-of-school suspension--confirmed in writing, and requiring a parental conference prior for re-admission. (Home or ATS).
H. Discipline contract- a signed agreement of the student, academic team, and administrator stating appropriate student behavior. Any breach of the contract would result in a possible serious discipline procedures.
I. Recommendation to the Board of Education for expulsion.
J. The safety and welfare of students and staff must be protected and maintained at all times. All disciplinary matters handled by the administration shall be of a matter of record through the use of the discipline notice forms kept in the office or on our computers. Only the teachers and parents/guardians involved with the student in question shall be notified as the disposition of the incident in question.

School Bus Discipline Procedures:

In the event that a student encounters discipline difficulties on a school bus, the following procedures will be followed: The parent or guardian will be notified of every infraction by school authorities:

1. Warning
2. The 2nd infraction of the rules will result in a 3 day suspension from riding the bus.
3. The 3rd infraction will result in a 5 days suspension, with a parent/student conference with the school administrator.
4. Further infractions will result in being off the bus for the remainder of the school year.

INTERNET APPROPRIATE USE GUIDELINES

The use of the Internet is a privilege. As a user of the Internet, employees and students will be allowed to access other networks. Each network may have its own set of policies and procedures. Users should abide by the policies and procedures of these other networks. In addition, students and employees will follow the guidelines listed below:

1. All use of the Internet must be in support of education and research and consistent with the purpose of the district and all written policies.

2. Any use of the Internet for commercial or for-profit purposes is prohibited.

3. Extensive use of the Internet for personal and/or private business is prohibited.

4. Any use of the Internet for product advertisement or political lobbying is prohibited.

5. Internet accounts are to be used only by the authorized owner of the account for the authorized purpose.

6. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the Internet.

7. No use of the Internet shall serve to disrupt the use of the Internet by others; hardware or software shall not be destroyed, modified, or abused in any way.

8. Malicious use of the Internet (including hate mail, harassment, discriminatory remarks and other antisocial behaviors) or the development of programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.

9. The illegal installation of copyrighted software for use on district computers is prohibited.

10. Transmission or use of material, information, software, or virus in violation of any district policy, local, state or federal law is prohibited.

11. Use of the Internet to access or process pornographic material, inappropriate text files, or files dangerous to the integrity of the local area Internet is prohibited.

12. Subscriptions to news groups and LISTS will only be initiated by teachers.

13. Mail from news groups and LISTS will be monitored daily by teachers and may be deleted from the personal mail directory to avoid excessive use of fileserver hard-disk space.

14. From time to time, the district will make determinations on whether specific uses of the Internet are consistent with the appropriate use practice.

15. In the event that students or employees do incur authorized costs, besides being subject to discipline, they will be responsible for payment of those costs.

The district reserves the right to monitor fileserver space utilization by users.

Parents who object to their student utilizing the Internet may file a written request that their student be excused from the instruction. The superintendent shall have the final authority to determine the alternate activity or study.

PARENT INFORMATION

ENTERING THE BUILDING

Generally only the door by the main office is unlocked during the day. Visitors must enter there and check in at the the office. The south door will be open for athletic events after school hours.

ATTENDANCE POLICY

Students are expected to be in class and to make attendance a top priority. Only through attendance and class participation do students achieve the benefits of the education program. When a student is absent, his or her parents are expected to call the school guidance office before 9:00 a.m. Someone is available beginning each day at 7:30 a.m. **Call 285-3197.** Messages may be left on the answering machine at any time. Leave your name, date, child's name, and reason for your call or absence.

Students with appointments during the day need to bring a note from home explaining the absence. They will be given a permission slip from the guidance office which allows them to leave the building. If they return to the building after the appointment, they should report to the guidance office to be admitted to classes.

Excused absences are those caused by personal illness, a death in the family, extreme emergency, recognized religious observances and school activities. **Unexcused absences** are those without the knowledge of parent or the school and are subject to disciplinary action. Work may be made up for excused absences only.

SCHOOL FEES

The school district charges fees for certain items, such as field trips and class materials. Students are responsible for school property issued to them. Students may be asked to pay for lost or stolen items. Students will not be allowed to register the following year if they have not reimbursed the district for these items. Students who have concerns about the fees should contact the principal.

ASSIGNMENT NOTEBOOK

Every student is required to carry an assignment notebook which was purchased at registration. Teachers begin the week by giving students the required assignments. If you want to check on homework that is due, ask your child to see his/her assignment notebook.

GRADE REPORTING

North Scott Junior High School uses a letter grade system (A, B, C, D,F) . Students also receive one of three effort grades: commendable, satisfactory or needs improvement. Progress reports for each class are sent to parents at the middle of each quarter. These reports must be signed by a parent and returned to school. Parents are encouraged to contact the teaching team or the guidance office at any time regarding the academic progress of their child.

STUDENT-PARENT-TEACHER CONFERENCES

These conferences are held twice a year. Students are in charge of the conference where they share work and identify their strengths and weakness. Report cards are distributed at this time.

VOLUNTEERS

If you volunteer, please sign the volunteer log book kept in the office. You will be given a name tag which identifies you as a valuable volunteer.

PARENT INFORMATION

VISITORS

When you come to school to visit, speak with a staff member, or pick up your child, please check in at the main office before doing so. Before your child invites a guest to attend school, make sure the principal has given permission. Permission is usually not given near holiday breaks or during the first and last weeks of the school year.

NEWSLETTER

A newsletter is published and sent home on a monthly basis. There will be information from the principal and teachers about individual classes, programs, activities and schedules.

PARENT ADVISORY BOARD

The Parent Advisory Council meets once a month on the second Tuesday. (9/10, 10/8, 11/12,1/14, 2/11, 3/11,4/8). If you are interested in becoming a part of this group, please feel free to join us. We welcome your input and involvement.

OPEN ENROLLMENT

Students wishing to open enroll to another school district must apply for open enrollment by January 1 of the school year preceding the school year in which they wish to open enroll. Students interested in open enrolling out of the school district must contact the superintendent for information.

INSPECTION OF EDUCATIONAL MATERIALS

Parents and other members of the community may view the instructional materials in the office. Copies may be obtained according to board policy. Tests and assessment materials are only available for inspection with the consent of the superintendent. Persons wishing to view instructional materials or to express concerns about them should contact the principal or superintendent.

SCHOOL CLOSING DURING INCLEMENT WEATHER

For information regarding the closing of school during inclement weather, listen to radio stations **KUUL, 98.9, WLLR, 96.1,** or local television broadcasts. If school is dismissed because of inclement weather after the school day has begun, parents are notified by the same means. Bus information will be given as well. The superintendent determines whether buses will follow the regular routes. If the buses do not follow the regular routes, they follow emergency routes or the parents are responsible for picking up the students at the school.

PROCEDURES FOR STUDENTS WHO ARE TRANSFERRING TO ANOTHER SCHOOL DISTRICT

The school district automatically transfers a student's records to another district upon receipt of a written request from the new school district. Parents are given an opportunity to view these records and have the right to challenge the content of these records. Parental consent is not necessary to forward a student's records or for the school district to request them from a previous school district.

HEALTH SCREENING

Students are periodically screened for vision, hearing, scoliosis and height and weight measurements unless the parent submits a note asking that the student be excused. Parents are notified prior to the health screening. A teacher or parent may refer other students for screening.

PARENT INFORMATION

STUDENT PHYSICALS

Students must have a current physical (within the past calendar year) to participate in athletics. The student may do this with the family doctor or at mass physicals given during the summer.Forms may be obtained from the main office or the nurse's office. These forms must be filed with the nurse for students to participate.

EMERGENCY FORMS

Parents must file a form with the main office or nurse's office providing emergency telephone numbers of the parents and alternative parties having permission to pick up the student. Parents must notify the nurse's office if the information on the emergency form changes during the school year.

STUDENT ILLNESS OR INJURY

In the case of a serious illness or injury, the school shall notify the parents according to the information on the emergency form. If the student is too ill to remain in school, the student will be released to the parents or, with parental permission, to another designated person. While the school district is not responsible for treating medical emergencies, employees may administer emergency or minor first aid. The school may contact emergency medical personnel if necessary.

STUDENT INSURANCE

Parents may purchase health and accident insurance for their children. Parents who would like more information about insurance should contact the nurse or the main office. Student athletes must have written proof of health / accident insurance in order to participate in extra-curricular athletics. Students who cannot afford insurance should contact their coach or the principal. The cost of the insurance shall be borne by the student. Participation in the insurance plan is not a contract with the school district, but rather a contract between the insurance company and the student.

IMMUNIZATIONS

Prior to starting school or when transferring into the school district, students must present an approved Iowa Department of Public Health Immunization certificate signed by a health care provider stating that the student has the immunizations required by law. Students without the proper certificate are not allowed to attend school until they receive the immunizations. Only for specific medical or religious purposes are students exempted from the immunization requirements. Parents who have questions should contact the nurse's office.

ADMINISTRATION OF MEDICINE

All medications must be kept in the nurse's office. Students must provide the nurse with written instructions for administration of the medication as well as parental authorization to administer the medication. Medication must be in the original container with the following information either on the container, in the instruction sheet or in the parental authorization: name of the student, name of the medication, directions for use including dosage, times and duration, name / phone number / address of the pharmacy, date of the prescription, name of the physician, potential side effects, and emergency number for parents.

PARENT INFORMATION

COMMUNICABLE AND INFECTIOUS DISEASES

Students who have an infectious or communicable disease are allowed to attend school with a physician's approval.

HUMAN GROWTH AND DEVELOPMENT

The school district provides students with instruction in human growth and development. Parents should contact the principal if they wish to review the curriculum or to excuse their child from human growth and development instruction.

TEACHER QUALIFICATIONS

Parents may request information on teacher qualification by contacting the principal.

USE OF SCHOOL DISTRICT FACILITIES BY STUDENT ORGANIZATIONS

School district facilities are available during non-school hours to school - sponsored and non-school sponsored organizations for the purpose of meetings or activities. Persons wishing to use the school district facilities must contact the office (Mrs. Finnegan- 285-3195) to reserve a room. You must have proof of insurance when applying to use the gym.

Board Policies: Student Rights and Responsibilities

Citizenship: Being a citizen of the United States, of Iowa, and of the school district community entitles students to special privileges and protections as well as requiring the students to assume civic, economic and social responsibilities and to participate in their country, state and school district community in a manner that entitles them to keep these rights and privileges. Students learn about these rights and privileges in their education program. Students are instructed in the elements of good citizenship and the role quality citizens play in their country, state, and school community.

STUDENTS WITH DISABILITIES: Students are entitled to a free appropriate education provided by the public school which includes regular or special education and related aids and services that are (1)designed to meet the individual educational needs of persons with a disability, as adequately as the needs of a nondisabled person are met, and (2)are based upon adherence to evaluation, placement and procedural safeguard requirements. A student is considered disabled if the student has a mental or physical impairment which substantially limits one or more of such person's major life activities, has a record of such an impairment. Parents who believe their student has a need for reasonable accommodation or services should so inform the school so that the student can be evaluated and appropriate plans made.

Educational Records: Student records containing identifiable information shall be kept confidential at collection, storage, disclosure and destruction stages. Student records may be maintained in the central administration office or administrative office of the student's attendance center. For a complete copy of the school district's policy on student records, contact the board secretary in the central administration office.

The following persons, agencies and organizations may have restricted access to student records without prior written consent of the parent or student over the age of 18 years. Any other access to student records shall be only upon written consent or upon court order or legally issued subpoena.

1) to school officials within the school district and AEA personnel whom the superintendent has determined to have a legitimate educational interest, including, but not limited to, board members, employees, school attorney, auditor, health professionals, and individuals serving on official school committees.

2) to officials of another school district in which the student wishes to enroll, provided the other school district notifies the parents the student records are being sent and the parents have an opportunity to receive a copy of the records and challenge the contents of the records unless the annual notification includes a provision that records will automatically be transferred to new school districts. 3) to the U.S. Comptroller General, the U.S. Attorney General and the U.S. Secretary of Education or state and local educational authorities. 4) in connection with financial aid for which the student has applied or which the student has received if the information is necessary to receive the financial aid, 5) to organizations conducting educational students and the study does not release personally identifiable information, 6) to accrediting organizations, 7) to parents of a dependent student as defined in the Internal revenue Code, 8) to comply with a court order or judicially issued subpoena, 9) consistent with an intragency agreement between the school district and juvenile justice agencies, 10) in connection with a health or safety emergency, or 11) as directory information.

Parents have the right to file a complaint alleging the school district failed to comply with this policy. Complaints shall be forwarded to Family Policy Compliance Office, U.S. Dept of Education, 400 Maryland Avenue, Washington, DC 20202-4605.

The following directory information may be released to the public in regard to any individual student of the school district as needed. Any student over the age of eighteen or parent not wanting this information released to the public must make objection in writing by September 1st to the principal. The objection needs to be renewed annually.

Attendance Policy: Parents within the school district who have children who are over six and under sixteen years of age by September 15 in proper physical and mental condition to attend school shall have the children attend the school district at the attendance center designated by the board. Students shall attend school the number of days school is in session in accordance with the school calendar.

Student Promotion / Retention / Acceleration: Students may be promoted to the next grade level at the end of each school year, based on the student's achievement, age, maturity, emotional stability, and social adjustment.
Retention of a student will be determined on the judgment of the licensed staff and the building principal. Parents will be informed. It shall be within the sole discretion of the Board to retain students in their current grade level.
Students with exceptional talents may, with the permission of the principal and parents take classes beyond their grade level. Enrichment opportunities outside the school district may be allowed when they do not conflict with the school district's graduation requirements.

Eligibility for Extra Curricular Activities: Students who wish to participate in extra-curricular school activities must conduct themselves according to the district good conduct rules policy. We leave the balance of the academic with the extra-curricular activities to the students and their parents. We impose no academic eligibility for students to participate at North Scott Junior High.

Freedom of Expression: Student expression, other than student expression in student produced official school publications, made on the school district property premises or under the jurisdiction of the school district or as part of a school-sponsored activity may be attributed to the school district; therefore, student expression must be responsible. Student expression must be appropriate to assure that the students learn and meet the goals of the school activity and that the potential audience is not exposed to material that may be harmful or inappropriate for their level of maturity.
Students will be allowed to express their viewpoints and opinions as long as the expression is responsible. The expression shall not, in the judgment of the administration, encourage the breaking of laws or lawful school regulations, cause defamation of persons, be obscene or indecent, or cause a material and substantial disruption to the educational program.

Student Conduct: Students shall conduct themselves in a manner fitting to their age level and maturity, and with respect and consideration for the rights of others while on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district.
Students who fail to abide by this policy and the administrative regulations supporting it may be disciplined for conduct which disrupts or interferes with the educational program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to obtain their education or participation; conduct that is violent or destructive; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation, and expulsion.
A student who commits an assault against an employee on school district property or on property within the jurisdiction of the school district; while on school-owned or school-operated chartered vehicles; while attending or engaged in school district activities shall be suspended by the principal. Notice of the suspension shall be sent to the board president. The board shall review the suspension to determine whether to impose further sanctions against the student which may include expulsion. Assault for purpose of this section of the policy is defined as:
-an act which is intended to cause pain or injury to, or which is intended to result in physical contact which will be insulting or offensive to another, coupled with the apparent ability to execute the act;

-any act which is intended to place another in fear of immediate physical contact which will be painful, injurious, insulting or offensive, coupled with the apparent ability to execute the act; or
-intentionally points any firearm toward another or displays in a threatening manner any dangerous weapon toward another.
The act is not an assault when the person doing any of the above and the other person are voluntary participants in a sport, social or other activity, not in itself criminal, when the act is a reasonably foreseeable incident of such sport or activity, and does not create an unreasonable risk of serious injury or breach of the peace.

Removal from the classroom means a student is sent to the building principals office. It shall be within the discretion of the person in charge of the classroom to remove the student.
Detention means the student's presence is required during non-school hours for disciplinary purposes. The student can be required to appear prior to the beginning of the school day or after school has been dismissed for the day. Whether a student will serve detention, and the length of the detention, shall be within the discretion of the licensed employee disciplining the student or of the building principal.
Suspension means either an in-school suspension, an out-of school suspension, a restriction from activities or loss of eligibility. An in-school suspension means the student will attend school but will be temporarily isolated from one or more classes while under supervision. An in-school suspension will not exceed ten consecutive school days. An out-of-school suspension means the student is removed from the school environment, which includes school classes and activities. An out-of-school suspension will not exceed ten days. A restriction from school activities means a student will attend school and classes and practice but will not participate in school activities.
Probation means a student is given a conditional suspension of a penalty for a definite period of time in addition to being reprimanded. The conditional suspension shall mean the student must meet the conditions and terms for the suspensions of the penalty. Failure of the student to meet these conditions and terms shall result in immediate reinstatement of the penalty.
Expulsion means an action by the board to remove a student from the school environment, which includes, but is not limited to, classes and activities for a period of time set by the board.
It shall be the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy. In addition, a record of suspension or expulsion will be provided to a receiving school district upon request when a student transfers school districts.
Following the suspension of a special education student, an informal evaluation of the student's placement shall take place. The Individual Education Program shall be evaluated to determine whether it needs to be changed or modified in response to the behavior that led to the suspension.

Substance Abuse: The Board prohibits the possession, or being under the influence of alcohol, tobacco, other controlled substances, or "look alike" substances that appear to be tobacco, alcohol, or controlled substances, by students on school property or at any activities sponsored by the school district, on or off school property. The board believes that such illegal, unauthorized or contraband materials generally cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, or visitors on the school premises. Violation of this policy by students will result in disciplinary action including possible suspension and/or expulsion. Use of purchase of cigarettes, tobacco or tobacco products for those under the age of eighteen, may be reported to the local law enforcement authorities. Possession of alcohol for those under legal age, and/ or of a controlled substance may be reported to the local law enforcement authorities.

STUDENT-TO-STUDENT HARASSMENT: Harassment of students by other students will not be tolerated in the school district. This policy is in effect while students are on school grounds, school district policy, or on property within the jurisdiction of the school district; while on school-owned and/or school-operated buses, vehicles, or chartered buses; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order,

efficient management and welfare of the school district.

Harassment prohibited by the district includes, but is not limited to, harassment on the basis of race, sex, creed, color, national origin, religion, marital status or disability. Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including suspension and expulsion.

Sexual harassment means unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

--submission to such conduct is made either explicitly or implicitly a term or condition of a student's education or of a student's participation in school programs or activities;

--submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student; or

--such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating or hostile learning environment.

Sexual harassment as set out above, may include, but is not limited to the following:

--verbal or written harassment or abuse;

--pressure for sexual activity;

--repeated remarks to a person with sexual or demeaning implications;

--unwelcome touching;

--suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, achievements, etc.

Harassment on the basis of race, creed, color, religion, national origin, marital status or disability means conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble students when:

--submission to such conduct is made either explicitly or implicitly a term or condition of a student's education or of a student's participation in school programs or activities;

--submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student; or such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating or hostile learning environment.

Harassment as set forth above may include, but is not limited to the following:

--verbal, physical or written harassment or abuse;

--repeated remarks of a demeaning nature;

--implied or explicit threats concerning one's grades, achievements, etc.;

--demeaning jokes, stories, or activities directed at the student.

The district will promptly and reasonably investigate allegations of harassment. The building principal will be responsible for handling all complaints by students alleging harassment.

Retaliation against a student because the student has filed a harassment complaint or assisted or participated in a harassment investigation or proceeding is also prohibited. A student who is found to have retaliated against another in violation of this policy, will be subject to discipline up to and including suspension and expulsion.

Dangerous Weapons: The board believes weapons and other dangerous objects and look-a-likes in school district facilities cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on the school district premises or property within the jurisdiction of the school district. For purposes of this policy, the term "weapons and other dangerous objects" shall include any instrument designed or intended to be used in either offensive or defensive combat, and "look-a- likes" means objects designed, or intended to appear to be weapons or other dangerous objects.

School district facilities are not an appropriate place for weapons, dangerous objects or their look-a-likes. Weapons and other dangerous objects and their look-a-likes shall be taken from students and others who bring them onto the school property or onto property within the jurisdiction of the school district or from students who are within the control of the school district.

Parents of students found to possess a dangerous weapon or dangerous object or look-a-like on school property shall be notified of the incident. Confiscation of weapons or dangerous objects shall be reported to law enforcement officials, and the student will be subject to disciplinary action,

which may include suspension or expulsion.
Parents of students found to possess a dangerous weapon or dangerous object or look-a-like on school property shall be notified of the incident. Confiscation of weapons or dangerous objects shall be reported to law enforcement officials, and the student will be subject to disciplinary action, which may include suspension or expulsion.
Students bringing a firearm or dangerous weapon to school, or knowingly possessing firearms at school, shall be reported to law enforcement officials and expelled for not less than twelve months or the time limit described in the Iowa statutes. The superintendent shall have the authority to recommend this expulsion requirement be modified for a student on a case-by-case basis. For purposes of this portion of this policy, the term "firearm" includes any weapon which is designed to expel a projectile by the action of an explosive or other propellant, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or explosive, incendiary or poison gas: bomb, grenade, rocket, missile, or similar device.
Weapons under the control of law enforcement officials shall be exempt from this policy. The principal may allow authorized persons to display weapons, other dangerous objects or look-a-likes for educational purposes. Such a display shall also be exempt from this policy.
Students shall not possess toy weapons or "look-alike" weapons at school except with the knowledge and permission of the teacher, coach, or administrator, and then only for school or educational purposes. Violation may include suspension or expulsion.

Abuse Of Students By School District Employees: Physical or sexual abuse of students, including inappropriate and intentional sexual behavior, by employees will not be tolerated. The definition of employees for the purpose of this policy includes not only those who work for pay but also those who are volunteers of the school district under the direction and control of the school district. Employees found in violation of this policy will be subject to disciplinary action up to and including discharge.
The school district will respond promptly to allegations of abuse of students by school district employees by investigating or arranging for the investigation of an allegation. The processing of a complaint or allegation will be handled confidentially to the maximum extent possible. Employees are required to assist in the investigation when requested to provide information and to maintain the confidentiality of the reporting and investigation process.
The school district has appointed a Level I investigator and an alternate Level I investigator. The school district has also arranged for a trained, experienced professional to serve as the Level II investigator. These investigators are Level I-Cindy VanDeWalle (285-3428) and Curtis Rheingans (285-3122) and Level II, Jim Sweeney, Director of Loss Prevention (326-6291). At the expense of the school district, the Level I investigators and alternates will be provided training in the conducting of an investigation and will be referred to and provided with copies of the DEPT.OF EDUCATION, Office of Civil Rights; Sexual Harassment Guidance, Harassment of Students by School Employees, Other Students or Third Parties, Notice, 62 Fed. reg. 12034. the names of the investigators shall be listed in the employee handbook, student handbook, published annually in the local newspaper and posted in all school facilities.

Search and Seizure: According to the North Scott Board code 502.10 Search and Seizure, school authorities may, without a search warrant, search lockers, desks, and other facilities or spaces owned by the school and provided as a courtesy to you at any time without prior notice to you and without any suspicion of wrong doing based on a reasonable suspicion under the circumstances and in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students and school personnel.
School authorities may seize any illegal, unauthorized, or contraband materials discovered in the search. Items of contraband may include, but are not limited to: non-prescription controlled substances, such as marijuana, cocaine, amphetamines, barbiturates, apparatus used for the administration of controlled substances; alcoholic beverages; tobacco, weapons; explosives; poisons and stolen property. Such items are not to be possessed by a student anywhere on the district premises or on property under the jurisdiction of the school district. Possession of such

items will be grounds for disciplinary action and may be grounds for reporting to the police.

Interrogation of Students by Outside Agencies: Generally, students may not be interrogated during the school day by persons other than parents and school district officials and personnel. Requests from law enforcement officers and those other than parents, school district officials, and personnel to interrogate students shall be made through the principal's office. Upon request, it shall be made the responsibility of the principal to determine whether the request will be granted. In making this determination, the principal shall consider the welfare of the students and directives to the principal from the courts. Prior to granting a request, the principal shall attempt to contact the parent(s) to inform them of the request and ask them to be present.

If a child abuse investigator wishes to interrogate a student, the principal will defer to the investigator's judgment as to whether the student should be interrogated independently from the student's parents, whether the school is the most appropriate setting for the interview, and who will be present during the interview. Students shall not be taken from school without the consent of the principal and without proper warrant.

Student Complaint and Grievances: Student complaints and grievances regarding board policy or administrative regulation violations and other matters should be addressed to the student's teacher or other member of the licensed personnel or the administration for the resolution of the complaint. It is the goal of the board to resolve student complaints at the lowest administrative level. The school official to whom the complaint was addressed will talk to the parties involved in order to resolve the matter. The school official may, at any time after receiving the complaint, bring the matter to the attention of the building principal. The principal shall determine if other authorities should be involved. If the complaint cannot be resolved by the school official originally contacted or by the building principal, the matter may be appealed to the superintendent for resolution. If the matter is not satisfactorily resolved by the superintendent, the student may ask to have the matter placed on the board agenda of a regularly scheduled board meeting.

Asbestos Notification: The school district facilities have been inspected by a certified asbestos inspector. A certified management planner has developed an asbestos management plan for the school district facilities. A copy of the management plan is available for inspection in the main office.

NOTICE
STUDENT FEE WAIVER

Students whose families meet the income guidelines for free and reduced lunch, the Family Investment Program (FIP), Supplemental Security Income (SSI), transportation assistance under open enrollment, or who are in foster care are eligible to have their student fees waived or partially waived. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees.

Parents or students who believe they may qualify for partial or full waiver fees should contact the building principal at registration time for a waiver form. This waiver does not carry over from year to year and must be completed annually.